

REQUEST FOR TRAINING

Please complete this form and provide the following information if you would like to request a travel or LaCarte purchasing card training session. State Travel Office personnel will conduct training at its office in Baton Rouge or at other sites around the state if necessary.

Please contact me about the following training program:

☐ State Travel Training
☐ LaCarte Purchasing Card Training

Please give a brief description of the training you are requesting and the number of employees to be trained:

*Name: _____ *Title: _____

*Organization: _____

*E-mail address: _____

*Telephone: _____

***Required Field**